

## INTRODUCTION

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### PURPOSE

This guidebook was prepared by the Office of Leadership and Professional Development to assist officers in making informed career choices and for supervisors to use as a counseling tool for junior officers. It also provides information on the officer personnel system and career planning in general, including the value of various assignments.

### COMMAND INSTRUCTIONS

Commands should use this book as a cornerstone for professional development. Whether you have an enlisted member striving for a commission; a reservist desiring information on the Mentoring Program; or a civilian supervising a separating military member; everyone in Team Coast Guard can benefit from some portion of this book. Every Coast Guard unit will receive at least one copy of this book and one personal copy is being given to all new officers at accession points. Commands are to make this guidebook available for all personnel. It has been redesigned to allow for easier administrative maintenance. It is recommended that the master copy be kept in a unit library so individuals can reproduce sections as needed. Bulk reproduction of this book at the unit level is authorized.

## HOW TO USE THIS GUIDEBOOK

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### CAREER PLANNING

A successful career doesn't just happen: officers must plan for future success and satisfaction. Although there is no magic formula for success, understanding the promotion system, postgraduate education, assignments, and other topics in this guidebook gives an officer a strong start. Officers are encouraged to incorporate this information in planning for a Coast Guard career.

### DISCLAIMER

This guidebook's information is taken from various sources, including official Coast Guard publications; however, its material should not be viewed as authority for official action.

### UPDATES

This is a tool. As with any tool, the more it is used, the better it works. We live in times when change is the only constant. Corrections, clarifications and requests for additional information are strongly encouraged and welcome.

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